



April 16, 2010

MARYLAND STATE RETIREMENT AGENCY

**Special Appointment Positions
Announcement # 005362**

Position Title: Senior Investment Analyst
(Administrator VII)

Salary Grade 22 (Range: \$58,783 - \$94,388)

Location: 120 East Baltimore Street, Baltimore, Maryland 21202

Closing Date: June 1, 2010

This recruitment will be used to fill multiple vacancies within the Investment Division.

Description of Duties: The State Retirement Agency of Maryland is seeking exceptional individuals to serve as Senior Investment Analysts within the Investment Division. The Investment Division has responsibility for approximately \$35 billion of assets held in trust for the members and beneficiaries of the State Retirement and Pension System of Maryland. With support from the System's investment consultants, the Investment Division recommends asset allocation, provides oversight of external managers, and implements Board initiatives. These positions will work as part of a team that ensures prudent investment of System assets in a well-diversified manner to optimize long-term returns while controlling risk and providing oversight of external managers across asset classes, including equities, fixed income, real estate and private equity / alternatives.

Responsibilities include, but are not limited to:

- Serves as a viewer and evaluator to ensure that compliance issues / concerns are being appropriately monitored, evaluated, investigated, resolved and communicated for one or more specified asset classes;
- Works on a team dealing with one or more specified asset classes;
- Provides detailed and complex written and verbal analysis of external investment manager performance and other investment related issues;
- Participates with industry groups and other state pension funds to access best practices in external manager compliance.

Minimum Qualifications:

Education: Possession of a bachelor's degree from an accredited college or university.

Experience: Six years of experience in administrative or professional work. Two years of this experience must have involved one or more of the following: the supervision of other employees, and overseeing and coordinating the general operations of a unit, applying rules and regulations, or exercising responsibility for the development of policies or program development.

- Notes: 1. Additional experience in administrative or professional work may be substituted on a year-for-year basis for the required education.
2. Additional graduate level education at an accredited college or university may be substituted for the required general experience at the rate of 30 semester credit hours for one year of the required general experience.

Preferred Qualifications:

Candidate to possess a MBA or is within a year of completion;
Experience in multiple investment strategies, particularly in a plan sponsor environment;
Applicants may substitute possession of a certificate as a Chartered Financial Analyst (CFA), Certified Public Accountant (CPA), or a Master's Degree in Business Administration, Finance or Accounting for two years of the required experience.

Required skills, knowledge and abilities:

Knowledge of:

- The principles, practices and procedures of investment management;
- The appropriate safeguards and resolutions for mitigating risk in the investment program; and
- Knowledge of one or more investment asset classes.

Ability to:

- Take direction;
- Effectively communicate, both orally and in writing, in a variety of complex and technical investment matters;
- Establish and maintain harmonious working relationships; and
- Exercise initiative, imagination, and sound judgment in making decisions conforming to laws, rules, regulations and policies.

Due to the nature of these positions a background check will be required.

Application Process: First consideration will be given to applications received by close of business May 13, 2010. A writing sample may be

required. Send cover letter, resume/Maryland State Application (MS-100) to Maryland State Retirement Agency, Announcement #005362, 120 E. Baltimore Street, Office of Human Resources, Baltimore, MD 21202 or careers@sra.state.md.us no later than close of business June 1, 2010. You may download an application (MS100) at www.dbm.state.md.us, under Job Seekers. Be sure to include the announcement title & number on your application. TTY users, call via the Maryland Relay Service. EOE

BENEFITS OFFERED TO MARYLAND STATE EMPLOYEES:

Medical/Health Insurance Plans:

PPO Plans

- CareFirst Blue Cross/Blue Shield PPO
- MLH-Eagle (MAMSI)

POS Plans

- CareFirst Blue Cross/Blue Shield MPOS
- M.D. IPA Preferred
- Aetna QPOS

HMO Plans

- CareFirst Blue Cross/Blue Shield
- Blue Choice
- Optimum Choice (MAMSI)
- Kaiser Permanente

Prescription Plan

Dental Plans:

- United Concordia DPPO
- United Concordia DHMO
- Dental Benefit Providers DHMO

Term Life Insurance Plan

Personal Accidental Death and Dismemberment Plan

Long Term Care Plan

Each medical plan includes vision coverage

Flexible Spending Accounts:

- Health Care Spending Accounts
- Daycare Spending Accounts

State Retirement and Pension System

- Employees are vested in the pension system after five years of employment

Tax-deferred supplemental retirement savings plans:

- 457
- 403(b)
- 401(k)
- 401(a) match plan

SECU Credit Union

Direct Deposit

Savings Bonds

Maryland Prepaid College Savings Plans

Paid Holidays: 11-12 per year

Annual Leave

- Up to five years of State service, 10 days earned per year
- Five to 10 years of State service, 15 days earned per year
- 10-20 years of State service, 20 days earned per year
- 20+ years of State service, 25 earned per year
- Employees may carry over up to 10 weeks of annual leave per year

Personal Leave: Six days per year (prorated based on your start date)

Sick Leave: 15 days per year, unlimited accrual

Compensatory Leave

Military Leave

Leave Bank and Employee-to-Employee Leave Donations

Employee Assistance Program

Flextime and Teleworking opportunities for some positions

* Please note that the benefit information provided pertains to full-time, permanent employees. All benefits apply to part-time employees who work at least 50%, although leave is prorated based on number of hours worked.

EQUAL OPPORTUNITY EMPLOYER